

My Alabama Taxes: *The ONE SPOT to File!*



EVERYONE WINS.



**ONE
SPOT**

**OPTIONAL NETWORK ELECTION FOR
SINGLE POINT ONLINE TRANSACTIONS**

Beginning October 1, 2013, Alabama retailers will have access to a centralized, statewide electronic filing and remittance system for sales, use, and rental taxes. The **ONE SPOT** system allows for city and county taxes to be filed, along with state taxes, through a single website, www.myalabamataxes.alabama.gov, easing the burden of monthly tax filing.



A JOINT PROJECT OF THE OF THE ALABAMA DEPARTMENT OF REVENUE, COUNTIES, AND MUNICIPALITIES

Optional Network
Election for Single
Point Online
Transactions
Eff. 10/1/13

www.myalabamataxes.gov

Follow us!

twitter @ONESPOTALabama

facebook One Spot Alabama

Local governments (cities and counties) have the authority to administer their own taxes, authorize the Alabama Department of Revenue to administer their taxes, or hire a third-party tax administrator.

You will often see or hear reference to ‘State-administered’ and ‘Non-state administered’ local taxes:

State Administered local taxes are those taxes that the local government authorized the Alabama Department of Revenue to administer on their behalf.

Non-State Administered (NSA) local taxes are those taxes that the local government self-administers or hired a third party administrator to administer for them.

To file Non-State Administered local taxes, as well as State Administered local taxes:

My Alabama Taxes

Welcome to My Alabama Taxes, the official web application of the Alabama Department of Revenue.

On MAT, you are able to:

- File and view returns
- Make payments
- Send and receive correspondence
- And more

Log In

Username

Password

Logon

[Forgot Password?](#)

[Forgot Username?](#)

[Don't have a logon? Register here](#)

Individual

[Where's My Refund?](#)

[ID Confirmation Quiz](#)

[Verify My Return](#)

[Register My eID](#)

Payments

[Pay a Bill I've Received](#)

Business

[Obtain a New Tax Account Number](#)

[View or Upload a Report](#)

[Verify an Exemption Certificate](#)

Other

[Filing Individual Income Taxes on MAT](#)

[Alabama Accountability Act](#)

[Subscribe to Mailing Lists](#)

[ONE SPOT / SSUT](#)



1) Log in to My Alabama Taxes (MAT).

If you have not yet signed up to use MAT, click 'Don't have a logon? Register here.'

2) Click the hyperlink for the Local Tax account.

If the ADOR Local Tax account (LCL) is not showing in your list of Accounts, you will need to add access to the account by clicking the 'Add access to an existing tax account' link.

Note: You do not "Add Access" to a self-administered local account number, you only add the locality on the return, just as you would a state-administered locality.

ALABAMA
DEPARTMENT OF
REVENUE

DEPARTMENT OF REVENUE HOME HELP CONTACT US

Home Log Off

Logon Settings Alerts I Want To

Local Tax Unit of ADOR
+1 (334) [REDACTED]
Last logged on 05-Jan-2018

There are 40 unread messages
There are 244 unread letters
1 submission needs attention

Manage payments and returns
Obtain a new tax account
Add access to an existing tax account
Ask a question

Accounts Submissions Correspondence Names and Addresses Logons

Accounts More...

Account Type	Account ID	Description	Balance
Local Tax	LCL-R00 [REDACTED]	LOCAL TAX UNIT ADOR	\$0.00
Sales Tax	SLS-R00 [REDACTED]	LOCAL TAX UNIT ADOR	\$0.00

The balances shown reflect only the accounts and filing periods shown in MAT and may not reflect your overall balance with the Alabama Department of Revenue.

3) Select the hyperlink for a period to file a Local Tax return.

The screenshot displays the 'My Alabama Taxes' user interface. At the top, there is a dark blue header with the title 'My Alabama Taxes' and a 'Log Off' button. Below the header, a breadcrumb trail shows 'My Alabama Taxes > Local Tax'. A yellow notification banner states: 'The Local Tax return has been updated. Please take a moment to familiarize yourself with the new layout.'

The main content area is divided into three sections: 'Account', 'Account Alerts', and 'I Want To'.
- The 'Account' section shows a user profile with a redacted name, 'LOCAL TAX UNIT ADOR *****8984', and a 'Local Tax' link with 'LCL-R00' and a redacted ID. The balance is '\$0.00'.
- The 'Account Alerts' section lists: 'Request not submitted for 31-Oct-2015', 'There are 8 unread messages', and 'There are 16 unread letters'.
- The 'I Want To' section lists: 'Manage payments and returns', 'Make a billing payment', and 'Ask a question'.
- There are 'Settings' and 'More...' buttons.

Below this is a dark blue navigation bar with links: 'Recent Periods', 'Submissions', 'Correspondence', 'Names and Addresses', and 'Logons'.
The 'Recent Periods' section features a table with a 'View Periods' button. The table lists several periods, with '31-Jan-2018' highlighted by a red box.

Period	Amount
31-Jan-2018	\$0.00
31-Dec-2017	\$0.00
30-Nov-2017	\$0.00
31-Oct-2017	\$0.00
30-Sep-2017	\$0.00
31-Aug-2017	\$0.00
31-Jul-2017	\$0.00
30-Jun-2017	\$0.00

4) Select the **File Now** hyperlink for a period to file a Local Tax return.

NOTE: The local return payment is made with the return filing. The ‘Make a payment’ link should only be used for additional payments for State Administered local taxes **ONLY**. If you need to make an additional payment to a Non-State Administered Locality, you will need to contact that locality or their tax administrator directly.

My Alabama Taxes Log Off

My Alabama Taxes > Local Tax > 31-Jan-2018

The Local Tax return has been updated. Please take a moment to familiarize yourself with the new layout.

Period [Redacted] LOCAL TAX UNIT ADOR *****8984 Local Tax LCL-R00 [Redacted] 31-Jan-2018 Balance: \$0.00	Period Alerts ✓ There are no alerts	I Want To File or view a return Make a payment
Summary There has been no financial activity	Period Activity There has been no activity	

5) Click on the **Return Table** link to fill out the Local Tax return.

My Alabama Taxes Log Off

My Alabama Taxes > Local Tax > 31-Jan-2018 > Local Tax Return

31-Jan-2018 Local Tax Return

Request Information

Username	[REDACTED]
Pseudo Employer ID #	*****8984
Local Tax	LCL-R00 [REDACTED]
Name	LOCAL TAX UNIT ADOR
Period	31-Jan-2018
Due Date:	20-Feb-2018
Remit Due Date:	20-Feb-2018 4:00pm CT

1. Enter Data

Local Tax Return

[Click here to edit ONE SPOT return table](#)

Save Draft Cancel Previous Next

Home » Local Tax » 31-Dec-2017 » Local Tax Return

Return Table

Import Download Import Template

Step 1: Enter a locality's information into the blank column below, start with the "Locality Name" box and continue through "deductions"; repeat this step for each locality, click "OK". Need help? [Click here for a full description of each field on this return.](#)

Step 2: If applicable, review the "County Expectancies" and update any errors noted by asterisks.

Step 3: Click "OK" once all information has been entered for each locality, then click "Next" to review the totals on the Overview page.

Notes: When filing county taxes, municipal taxes may also be due: [View municipal listings by county](#)
Some localities have multiple locality codes for different tax rates: [View code explanations and requirements](#)

Non-State Administered local government contact information

Enter information into the column below

Filter

1 of 1 No rows to display.

Non-State Administered	<input type="checkbox"/>
Locality Name	
Locality Code	
Tax Type	
Rate Type	
One-Time Filing	<input type="checkbox"/>
City/County Tax Acc't #	
Gross Amount	
Deductions	
Taxable Amount	
Tax Rate	
Gross Tax	

FORM FIELD COLOR GUIDE: ADD INFO REQUIRED INFO ONLY NEEDS CORRECTION

- To sort table information, click the label name. Ex: Click the "Locality Name" label to sort the table alphabetically by locality name.
- Use the Filter field to find a column of data on the table. Ex: Type "Huntsville" in the Filter field and press your Enter key to pull up records that include Huntsville. To clear the Filter, delete the information in the Filter field and press your Enter key to return to the full table of information.

OK Cancel

6) Click on the description link in Step 1 for detail information and instructions regarding the Local Return Table.

NOTE: Please take the time to read through the description information before you begin your first filing.

Return Table [X]

Import [Download Import Template](#)

Step 1: Enter a locality's information into the blank column below, start with the "Locality Name" box and continue through "deductions"; repeat this step for each locality, click "OK". Need help? [Click here for a full description of each field on this return.](#)

Step 2: If applicable, review the "County Expectancies" and update any errors noted by asterisks.

Step 3: Click "OK" once all information has been entered for each locality, then click "Next" to review the totals on the Overview page.

Notes: **When filing county taxes, municipal taxes may also be due:** [View municipal listings by county](#)
Some localities have multiple locality codes for different tax rates: [View code explanations and requirements](#)

Non-State Administered local government contact information

Filter

1 of 1 Show Errors 1 - 1 of 1

Non-State Administered	<input type="checkbox"/>	<input type="checkbox"/>
Locality Name	<input type="text" value="HOOVER"/>	<input type="text"/>
Locality Code	9424	<input type="text"/>
Tax Type		<input type="text"/>
Rate Type	Required	<input type="text"/>
One-Time Filing	<input type="checkbox"/>	<input type="checkbox"/>
City/County Tax Acc't #		<input type="text"/>
Gross Amount	0.00	<input type="text"/>
Deductions	0.00	<input type="text"/>
Taxable Amount	0.00	<input type="text"/>
Tax Rate	0.0000	<input type="text"/>
Gross Tax	0.00	<input type="text"/>

[Copy Record](#)
[Delete this Record](#)

FORM FIELD COLOR GUIDE: ADD INFO REQUIRED INFO ONLY NEEDS CORRECTION

- To sort table information, click the label name. Ex: Click the "Locality Name" label to sort the table alphabetically by locality name.
- Use the Filter field to find a column of data on the table. Ex: Type "Huntsville" in the Filter field and press your Enter key to pull up records that include Huntsville. To clear the Filter, delete the information in the Filter field and press your Enter key to return to the full table of information.

OK **Cancel**

7) Click in the 'Locality Name' white field to begin typing the locality name. The list will filter to a short list to select from or you can use the dropdown arrow to find and select the locality.

Continue down that column to fill out the required tax information for that locality.

8) Or, click the Import button to import a file template with the appropriate return information.

Return Table

Import Download Import Template

Step 1: Enter a locality's information into the blank column below, start with the "Locality Name" box and continue through "deductions"; repeat this step for each locality, click "OK". Need help? [Click here for a full description of each field on this return.](#)

Step 2: If applicable, review the "County Expectancies" and update any errors noted by asterisks.

Step 3: Click "OK" once all information has been entered for each locality, then click "Next" to review the totals on the Overview page.

Notes: When filing county taxes, **municipal taxes may also be due:** [View municipal listings by county](#)
Some localities have multiple locality codes for different tax rates: [View code explanations and requirements](#)

Non-State Administered local government contact information

Filter

1 of 1 Show Errors 1 - 1 of 1

Non-State Administered	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Locality Name	HOOVER	
Locality Code	9424	
Tax Type	Sales Tax	
Rate Type	General	
One-Time Filing	<input type="checkbox"/>	<input type="checkbox"/>
City/County Tax Acc't #		
Enter tax ID assigned by the City/County or their tax administrator.		
Taxable Amount	0.00	
Tax Rate	3.0000	
Gross Tax	0.00	
	Copy Record	
	Delete this Record	

FORM FIELD COLOR GUIDE: ADD INFO REQUIRED INFO ONLY NEEDS CORRECTION

- To sort table information, click the label name. Ex: Click the "Locality Name" label to sort the table alphabetically by locality name.
- Use the Filter field to find a column of data on the table. Ex: Type "Huntsville" in the Filter field and press your Enter key to pull up records that include Huntsville. To clear the Filter, delete the information in the Filter field and press your Enter key to return to the full table of information.

OK Cancel

9) To add the next locality to the return, either click the **Copy Record** link at the bottom of the column, or click into the **Locality** field in the next empty column to the right.

NOTE: If you select the One-Time Filing box, that column of information will **NOT** be on your return profile next month. One-Time Filing is used to indicate that you had taxes due in this locality one time and do not need to file a return for that locality each filing period.

Return Table

Import Download Import Template

Step 1: Enter a locality's information into the blank column below, start with the "Locality Name" box and continue through "deductions"; repeat this step for each locality, click "OK". Need help? [Click here for a full description of each field on this return.](#)

Step 2: If applicable, review the "County Expectancies" and update any errors noted by asterisks.

Step 3: Click "OK" once all information has been entered for each locality, then click "Next" to review the totals on the Overview page.

Notes: When filing county taxes, **municipal taxes may also be due:** [View municipal listings by county](#)
Some localities have multiple locality codes for different tax rates: [View code explanations and requirements](#)

[Non-State Administered local government contact information](#)

Filter

1 of 1 Show Errors 1 - 3 of 3

Non-State Administered	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locality Name	HOOVER	ALLGOOD	ARGO	
Locality Code	9424	9709	9729	
Tax Type	Sales Tax	Sales Tax	Sales Tax	
Rate Type	General	Farm Machines & Equip	Farm Machines & Equip	
One-Time Filing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City/County Tax Acc't #	054689			
Gross Amount	5,165.00	745.87	62,456.35	
Deductions	654.00	0.00	0.00	
Taxable Amount	4,511.00	745.87	62,456.35	
Tax Rate	3.0000	3.0000	1.5000	
Gross Tax	135.33	22.38	936.85	
	Copy Record	Copy Record	Copy Record	
	Delete this Record	Delete this Record	Delete this Record	

FORM FIELD COLOR GUIDE: ADD INFO REQUIRED INFO ONLY NEEDS CORRECTION

- To sort table information, click the label name. Ex: Click the "Locality Name" label to sort the table alphabetically by locality name.
- Use the Filter field to find a column of data on the table. Ex: Type "Huntsville" in the Filter field and press your Enter key to pull up records that include Huntsville. To clear the Filter, delete the information in the Filter field and press your Enter key to return to the full table of information.

OK Cancel

10) Once the appropriate information is filled out on the return, click the **OK** button.

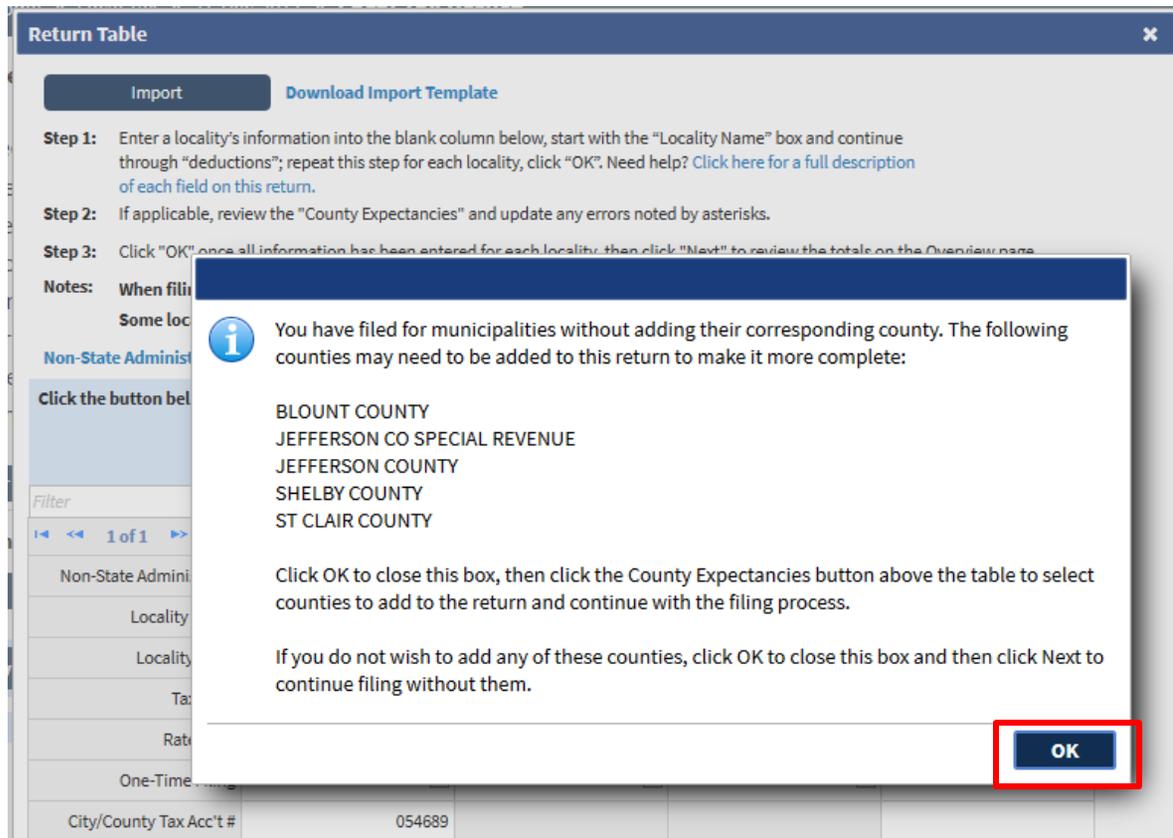
The table will show 5 columns of return information on the screen, with the last column on the right always being an empty column for new additions.

After clicking the OK button on the return...

11) The message shown in the popup is dependent on the localities entered on the Local Tax Return.

The counties listed are county filing expectancies that should exist on the return for the municipalities previously entered.

Click the **OK** button after reading the information provided.



12) A **County Expectancies** button is now available to review the county expectancies that were mentioned in the previous popup box.

Non-State Administered local government contact information

Click the button below to select counties to add to the table. You may proceed without adding any additional counties.

County Expectancies

Filter

1 of 1 1 - 3 of 3

Non-State Administered	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locality Name	HOOVER	ALLGOOD	ARGO	
Locality Code	9424	9709	9729	
Tax Type	Sales Tax	Sales Tax	Sales Tax	
Rate Type	General	Farm Machines & Equip	Farm Machines & Equip	
One-Time Filing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City/County Tax Acc't #	054689			

13) Counties are listed with the corresponding locality that generated the expectancy.

Check the box 'Select All Counties' or the individual box in the 'Generate?' column for each county expectancy that needs to be added to the return and click the **Ok** button and complete the Return Table information for the added counties.

If there are no county expectancies to generate, click **Cancel**.

Generate?	County	County Code	County Tax Type	County Rate Type	Locality	Locality Code	Locality Tax Type	Locality Rate Type
<input checked="" type="checkbox"/>	BLOUNT COUNTY	7005	Sales Tax	Farm Machines & Equip	ALLGOOD	9709	Sales Tax	Farm Machines & Equip
<input checked="" type="checkbox"/>	JEFFERSON CO SPECIAL REVENU	7337	Sales Tax	General	HOOVER	9424	Sales Tax	General
<input type="checkbox"/>	JEFFERSON CO SPECIAL REVENU	7337	Sales Tax	Farm Machines & Equip	ARGO	9729	Sales Tax	Farm Machines & Equip
<input type="checkbox"/>	JEFFERSON COUNTY	7037	Sales Tax	Farm Machines & Equip	ARGO	9729	Sales Tax	Farm Machines & Equip
<input checked="" type="checkbox"/>	JEFFERSON COUNTY	7037	Sales Tax	General	HOOVER	9424	Sales Tax	General
<input type="checkbox"/>	SHELBY COUNTY	7058	Sales Tax	General	HOOVER	9424	Sales Tax	General
<input checked="" type="checkbox"/>	ST CLAIR COUNTY	7059	Sales Tax	Farm Machines & Equip	ARGO	9729	Sales Tax	Farm Machines & Equip

7 Rows

Select All Counties Select None

OK **Cancel**

Return Table [X]

Import [Download Import Template](#)

Step 1: Enter a locality's information into the blank column below, start with the "Locality Name" box and continue through "deductions"; repeat this step for each locality, click "OK". Need help? [Click here for a full description of each field on this return.](#)

Step 2: If applicable, review the "County Expectancies" and update any errors noted by asterisks.

Step 3: Click "OK" once all information has been entered for each locality, then click "Next" to review the totals on the Overview page.

Notes: When filing county taxes, **municipal taxes may also be due:** [View municipal listings by county](#)
Some localities have multiple locality codes for different tax rates: [View code explanations and requirements](#)

[Non-State Administered local government contact information](#)

Click the button below to select which County Filing Expectancies you would like to generate. You may proceed without adding any additional counties.

County Expectancies

Filter

1 of 2* Show Errors 1 - 4 of 7

Non-State Administered	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Locality Name	HOOVER	ALLGOOD	ARGO	BLOUNT COUNTY	
Locality Code	9424	9709	9729	7005	
Tax Type	Sales Tax	Sales Tax	Sales Tax	Sales Tax	
Rate Type	General	Farm Machines & Equip	Farm Machines & Equip	Farm Machines & Equip	
One-Time Filing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City/County Tax Acc't #	054689				
Gross Amount	5,165.00	745.87			
Deductions	654.00	0.00			
Taxable Amount	4,511.00	745.87	62,456.35	0.00	
Tax Rate	3.0000	3.0000	1.5000	1.0000	
Gross Tax	135.33	22.38	936.85	0.00	
	Copy Record	Copy Record	Copy Record	Copy Record	
	Delete this Record	Delete this Record	Delete this Record	Delete this Record	

FORM FIELD COLOR GUIDE: ADD INFO REQUIRED INFO ONLY NEEDS CORRECTION

- To sort table information, click the label name. Ex: Click the "Locality Name" label to sort the table alphabetically by locality name.
- Use the Filter field to find a column of data on the table. Ex: Type "Huntsville" in the Filter field and press your Enter key to pull up records that include Huntsville. To clear the Filter, delete the information in the Filter field and press your Enter key to return to the full table of information.

OK **Cancel**

14) The selections from the County Expectancies have been added to the return. Complete any required information and enter the Gross Amount.

The Return Table will show 4 columns of locality data at a time, with a 5th blank column to add the next item. This page 1 shows 1-4 of 7 entries. To move between table pages, click the numbers at the top of the table.

If there is an error, you can quickly get to the page with the error by either clicking on the page number with a red * or by clicking **Show Errors** link.

Sort or **Filter** your entries. You can sort your entries by clicking the field name (Locality Code Name, Location Code, etc.) in the column on the far left that you want to sort by, or you can filter by typing in the **Filter** field the item that you want to find. To search and show only Hoover, type Hoover in the filter field.

After entering all data in the table, click the **OK** button to continue.

15) Next to the **Return Table** button, a message and corresponding icon indicate the status of the Return Table.

If the Return Table is in error, all errors will need to be fixed before continuing.

Click the **Next** button once all the appropriate information is filled out on the return.

The screenshot displays the 'My Alabama Taxes' web application interface. At the top, there is a dark blue header with the text 'My Alabama Taxes' and a 'Log Off' button. Below the header is a breadcrumb trail: 'My Alabama Taxes > Local Tax > 31-Jan-2018 > Local Tax Return'. The main content area is titled '31-Jan-2018 Local Tax Return' and contains a 'Request Information' section with the following details:

Username	[REDACTED]
Pseudo Employer ID #	*****8984
Local Tax	LCL-R0 [REDACTED]
Name	LOCAL TAX UNIT ADOR
Period	31-Jan-2018
Due Date:	20-Feb-2018
Remit Due Date:	20-Feb-2018 4:00pm CT

Below the information is a progress indicator '1. Enter Data' with a right-pointing arrow. Underneath, there is a link: 'Click here to edit ONE SPOT return table'. A green checkmark icon and the text 'Return Table is valid' are highlighted with a red box. At the bottom of the form, there are buttons for 'Save Draft', 'Cancel', 'Previous', and 'Next'. The 'Next' button is also highlighted with a red box.

31-Jan-2018 Local Tax Return

Request Information

Username [Redacted]
Pseudo Employer ID # *****8984
Local Tax LCL-R00 [Redacted]
Name LOCAL TAX UNIT ADOR
Period 31-Jan-2018
Due Date: 20-Feb-2018
Remit Due Date: 20-Feb-2018 4:00pm CT

1. Enter Data 2. Overview

Local Tax Return (9501) Overview

Total Item Count 7

[Review Return Table](#)

State Administered (SA)

Non-State Administered (NSA)

SA Line Items 2
SA Gross Tax 959.23
SA Interest 0.84
SA Late Pay Penalty 95.93
SA Late File Penalty 143.69
SA Discount 0.00
SA Net Tax Due 1,199.69
SA Credit Claimed (ADOR Approved) 0.00
SA Total Amount Due 1,199.69

NSA line items 5
NSA Gross Tax 1,399.37
NSA Interest 1.24
NSA Late Pay Penalty 139.95
NSA Late File Penalty 274.92
NSA Discount 0.00
NSA Total Amount Due 1,815.48

Save Draft Cancel

Previous Next

16) This summary page displays the amounts from each line of the Local Tax Return broken down by either State or Non-State Administered Localities.

Penalty, Interest and Discounts are summarized on this page.

The **Review Return Table** button displays a summary of the values entered into the return.

31-Jan-2018 Local Tax Return

Request Information

Username [Redacted]
Pseudo Employer ID # *****8984
Local Tax LCL-R00 [Redacted]
Name LOCAL TAX UNIT ADOR
Period 31-Jan-2018
Due Date: 20-Feb-2018
Remit Due Date: 20-Feb-2018 4:00pm CT

1. Enter Data 2. Overview

Local Tax Return (9501) Overview

Total Item Count 7 [Review Return Table](#)

State Administered (SA)

SA Line Items 2
SA Gross Tax 959.23
SA Interest 0.84
SA Late Pay Penalty 95.93
SA Late File Penalty 143.69
SA Discount 0.00
SA Net Tax Due 1,199.69
SA Credit Claimed (ADOR Approved) 0.00
SA Total Amount Due 1,199.69

Non-State Administered (NSA)

NSA line items 5
NSA Gross Tax 1,399.37
NSA Interest 1.24
NSA Late Pay Penalty 139.95
NSA Late File Penalty 274.92
NSA Discount 0.00
NSA Total Amount Due 1,815.48

Save Draft Cancel

Previous Next

17) An ADOR approved credit may be entered on this summary page on the **Credit Claimed (ADOR Approved)** line.

NOTE: Credits cannot be used in MAT/ONE SPOT on Non-State Administered liabilities.

Click the **Next** button.

31-Jan-2018 Local Tax Return

Request Information

Username [Redacted]
Pseudo Employer ID # *****8984
Local Tax LCL-R00 [Redacted]
Name LOCAL TAX UNIT ADOR
Period 31-Jan-2018
Due Date: 20-Feb-2018
Remit Due Date: 20-Feb-2018 4:00pm CT

- 1. Enter Data
- 2. Overview
- 3. Payment

Local Tax Payment

[Click Here if you have a Debit Block on your bank account](#)

Payment to Alabama Department of Revenue: \$1,199.69

Payment to Non-State Administered Localities: \$1,815.48

[View Details](#)

Opt-out of paying Alabama Department of Revenue amount due by EFT.

Pursuant to Section 41-1-20, Code of Alabama 1975, payments of \$750 or greater are required to be made electronically via Electronic Funds Transfer (EFT). Voluntary participation of transactions less than \$750 is encouraged.

Direct Debit payment is required to submit a return that contains any Non-State Administered Localities with a due amount.

Make Payment

Payment Date: 28-Feb-2018 *Date applies to all payments. Submissions are processed at 4pm CT.

Customer Type: Business | Personal

Bank Account Type: **Checking** | Savings

Routing Number - JPMORGAN CHASE: [Required]

Account Number: [Required]

Account Number Confirm: [Required]

Total Payment Amount: 3,015.17

Confirm Payment Amount: [Required]

Save Draft Cancel

Previous Submit

18) Information about Debit Block Codes is provided.

NSA: 2621862182

ADOR: ADORCCD000

19) If there is an amount due for State-Admin Localities, the taxpayer may opt out of paying that amount by checking the **Opt-out of paying ADOR amount due** box. (ADOR Payments less than \$750 may be paid by check – greater than \$750 will be treated as an uncontested tax liability and may proceed directly to Final Assessment.)

20) An electronic payment for the Non-State Admin amount due is required to submit the return.

Due Date: 20-Feb-2018
Remit Due Date: 20-Feb-2018 4:00pm CT

- 1. Enter Data
- 2. Overview
- 3. Payment

Local Tax Payment

[Click Here if you have a Debit Block on your bank account](#)

Payment to Alabama Department of Revenue: \$1,199.69
Payment to Non-State Administered Localities: \$1,815.48

[View Details](#)

Opt-out of paying Alabama Department of Revenue amount due by EFT.

Pursuant to Section 41-1-20, Code of Alabama 1975, payments of \$750 or greater are required to be made electronically via Electronic Funds Transfer (EFT). Voluntary less than \$750 is encouraged.

Direct Debit payment is required

Make Payment

Payment Date

28-Feb-2018

Locality	Code	City/County Tax Acc't #	Amount
BLOUNT COUNTY	7005	654321	750.03
JEFFERSON COUNTY	7037	123456-STSR	58.22
ST CLAIR COUNTY	7059	98765	750.03
JEFFERSON CO SPECIAL REVENUE	7337	123456-ST	58.22
HOOVER	9424	054689	198.98
ADOR			1,199.69
6 Rows			3,015.17

21) The **View Details** hyperlink details the amount due listed by each Locality, Code and City/County Tax Account #. (These details are not printable on this screen, but will print with the return confirmation.)

- 22) If the taxpayer filed before the Due Date, the Payment Date field is editable and they can change the date to as late as the Due Date but not beyond that date. The Payment Date field is not editable on delinquent filings.
- 23) Enter the appropriate banking information to make a Local Tax payment.
- 24) Reenter the Total Payment Amount in the Confirm Payment Amount field.

[View Details](#)

Opt-out of paying Alabama Department of Revenue amount due by EFT.

Pursuant to Section 41-1-20, Code of Alabama 1975, payments of \$750 or greater are required to be made electronically via Electronic Funds Transfer (EFT) less than \$750 is encouraged.

Direct Debit payment is required to submit a return that contains any Non-State Administered Localities with a due amount.

Make Payment

Payment Date 28-Feb-2018	*Date applies to all payments. Submissions are processed at 4pm CT.	
Customer Type <input checked="" type="radio"/> Business <input type="radio"/> Personal	Routing Number - JPMORGAN CHASE 021000021	Total Payment Amount 3,015.17
Bank Account Type <input checked="" type="radio"/> Checking <input type="radio"/> Savings	Account Number Required	Confirm Payment Amount Required
	Account Number Confirm Required	

- 25) This submission will authorize two (2) debit payments; one for State Admin and one for Non-State Admin tax payments.
- 26) The total amount is also displayed on the screen with the amount the user confirmed.
- 27) This banking information can be saved and used for payments due on future filing periods by checking the **Save as default channel** box.
- 28) If the banking information needs to be edited, the taxpayer may check the **New Payment Channel** box.
- 29) Click the **Submit** button to submit the return and payment.

Local Tax Payment

[Click Here if you have a Debit Block on your bank account](#)

Payment to Alabama Department of Revenue: \$1,199.69

Payment to Non-State Administered Localities: \$1,815.48

[View Details](#)

Opt-out of paying Alabama Department of Revenue amount due by EFT.

Pursuant to Section 41-1-20, Code of Alabama 1975, payments of \$750 or greater are required to be made electronically via Electronic Funds Transfer (EFT). Voluntary participation of transactions less than \$750 is encouraged.

Direct Debit payment is required to submit a return that contains any Non-State Administered Localities with a due amount.

Make Payment

Payment Date: 28-Feb-2018 *Date applies to all payments. Submissions are processed at 4pm CT.

Customer Type: **Business** | Personal

Bank Account Type: **Checking** | Savings

Routing Number - JPMORGAN CHASE: 021000021

Account Number: *****2345

Total Payment Amount

3,015.17

Confirm Payment Amount

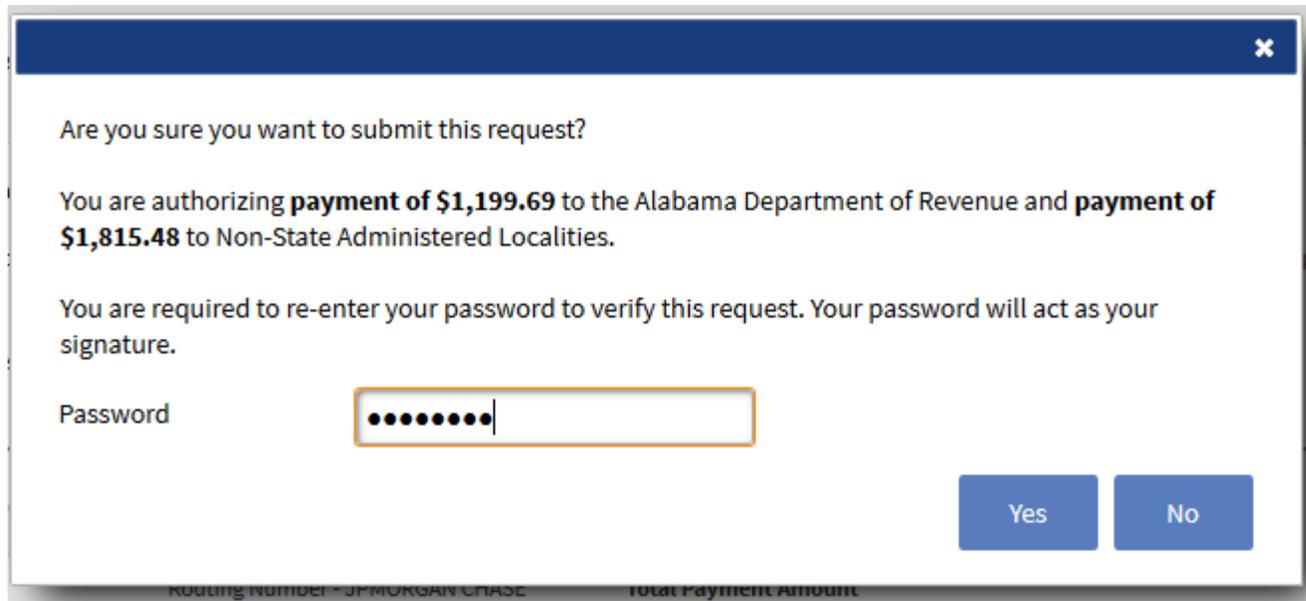
3,015.17

Default payment channel **New payment channel**

Click Submit to authorize Alabama Department of Revenue & Non-State Administered payments

Save Draft Cancel [← Previous](#) **Submit**

30. You must enter the Password and Click Yes to authorize the submission of the return and payment.



Are you sure you want to submit this request?

You are authorizing **payment of \$1,199.69** to the Alabama Department of Revenue and **payment of \$1,815.48** to Non-State Administered Localities.

You are required to re-enter your password to verify this request. Your password will act as your signature.

Password

Yes No

Routing Number - JPMORGAN CHASE Total Payment Amount

My Alabama Taxes

[My Alabama Taxes](#) > [Local Tax](#) > [31-Jan-2018](#) > [Local Tax Return](#) > [Confirmation](#)

Confirmation

Thank you!

Your return and payment have been submitted.

Request/Confirmation Number: M0442657344

Account Number: LCL-R0 [REDACTED]

Filing Period: 31-Jan-2018

Filing Date and Time: 27-Feb-2018 4:42 PM

Alabama Department of Revenue Payment Total Authorized: \$1,199.69

Non-State Administered Payment Total Authorized: \$1,815.48

OK

Print Confirmation

Print Return

31) The return and payment have been submitted. A copy of this confirmation message and a copy of the return can be printed.

32) If the taxpayer opts out of paying the amount due for the State Administered Localities, they must go through the 'Make a payment' link to either print a voucher to mail with a check (if less than \$750) or initiate another electronic payment.

My Alabama Taxes

[My Alabama Taxes](#) > [Local Tax](#) > [31-Jan-2018](#) > [Submission](#) > [Edit](#) > [Confirmation](#)

Confirmation

Thank you!

Your return and payment have been submitted.

Request/Confirmation Number: M0442657344
Account Number: LCL-R00 [REDACTED]
Filing Period: 31-Jan-2018
Filing Date and Time: 27-Feb-2018 4:50 PM
Remit Due Date: 20-Feb-2018 4:00pm CT

Non-State Administered Payment Total Authorized: \$1,815.48

Alabama Department of Revenue Payment Total Due: \$1,199.69

You have selected to E-File without Payment to the Alabama Department of Revenue:
Pursuant to Code of Alabama 1975, Section 40-2A-7(b)(1)b, by selecting this option, the Department will treat this as an uncontested tax liability and may proceed directly to Final Assessment.

Pursuant to Section 41-1-20, Code of Alabama 1975, payments of \$750 or greater are required to be made electronically via Electronic Funds Transfer (EFT). Voluntary participation of transactions less than \$750 is encouraged.

ATTENTION
You still have an amount due to the Alabama Department of Revenue.
To make your payment through MAT, click **OK**, then click the Pay link on the period

33) Until 4:00 p.m. Central Standard Time, the filing will be in a 'Pending...' status. While in a 'Pending...' status, the return can be edited by clicking either the 'File or view a return' or 'Local Tax Return/Payment for...' link.

My Alabama Taxes

My Alabama Taxes > Local Tax > 31-Jan-2018

The Local Tax return has been updated. Please take a moment to familiarize yourself with the new layout.

Period

██████████
LOCAL TAX UNIT ADOR
*****8984
Local Tax
LCL-R00 ██████████
31-Jan-2018
Balance: \$0.00

Period Alerts

There is 1 unread message

I Want To

File or view a return
Make a payment

Summary

There has been no financial activity

Period Activity

28-Feb-2018	Pending...	Non State Administered Payment for \$1,815.48
28-Feb-2018	Pending...	State Administered Payment for \$1,199.69
27-Feb-2018	Pending...	Local Tax Return/Payment for 31-Jan-2018

34) Click the 'Edit' link to make adjustments to the filing while it is in a 'Pending...' status.

NOTE: Editing the pending Local Tax return also edits the associated local tax payment(s).

The screenshot displays the 'My Alabama Taxes' interface. At the top, a dark blue header contains the text 'My Alabama Taxes'. Below this is a breadcrumb trail: 'My Alabama Taxes > Local Tax > 31-Jan-2018 > Submission'. The main content area is divided into two columns. The left column, titled 'Submission' with a clipboard icon, shows a redacted submission ID, the text 'LOCAL TAX UNIT ADOR *****8984', 'Local Tax LCL-R0 [redacted]', and the date '31-Jan-2018'. Below this is a 'Submission' link with a right-pointing arrow. The right column, titled 'Status' with an information icon, shows a checkmark and the text 'Pending...'. Below this is the title 'Local Tax Return/Payment for 31-Jan-2018', followed by 'Confirmation #0-442-657-344' and 'Submitted 27-Feb-2018'. At the bottom of the right column are four links: 'View', 'Print', 'Edit' (which is highlighted with a red square), and 'Delete'.